

# 2010 Summer Youth Employment Fact/Information Sheet

## Who's Eligible?

Youth who live within the City of Rochester and Monroe County, currently enrolled in middle and high school, between the ages of 14–20 years old. Approximately 2/3rds of the youth selected must live within Monroe County (including Rochester) and meet required income guidelines (*public assistance, free/reduced lunch, foster care, & family income at or below 70% poverty guidelines*), while the remainder must reside in the City of Rochester not meeting an income guideline. Documentation verifying eligibility will be requested. All applicants will be considered for appropriate and available opportunities. Effort will be made to identify a limited number of opportunities for youth with distinctive circumstances such as summer school, disability, and other restrictions. **Not every youth that applies is guaranteed a job.**

## Types of Jobs:

Students will work in Recreation Centers, Community Based Organizations, Local Colleges, and in Private and Public Companies in the community.

## Applications Process:

Youth 14-15	Youth 16+
<ul style="list-style-type: none"><li>• Complete application on line</li><li>• Parent must attend a mandatory 1 hour parent orientation</li><li>• Look for the Job Selection form in mail by mid June</li><li>• Job Readiness Training will be provided as a part of employment</li></ul>	<ul style="list-style-type: none"><li>• Complete application on line</li><li>• Attend a Pre-Screen/Mock Interview</li><li>• (Attend a Job Readiness Training if recommended by Pre-Screen interviewer)</li><li>• Parent orientation optional</li><li>• Will be contacted by mail or phone regarding job opportunities</li></ul>

## When & Where to Apply:

Students must go on line to ([www.rochesterworks.org](http://www.rochesterworks.org) or [www.cityofrochester.gov](http://www.cityofrochester.gov)) in order to complete the online application.

## Public Computers are available at:

Schools

Libraries

Recreation Centers

Bureau of Youth Services

RochesterWorks

After online application submission, students will **PRINT** the final document. **Keep Page 1** for your records. **Complete and submit Page 2** of the application along with the supporting documentation to the City of Rochester Bureau of Youth Services:

City of Rochester

Bureau of Youth Services

25 Franklin St. Suite B5, Sibley Bldg 2<sup>nd</sup> Floor

Rochester, NY 14604 ---- (585) 428-6366

If you live outside of the City and **need** a drop-off alternative, please call the summer program mainline at 428-6366.

Only online applications will be accepted.

## Please note:

Submission does not guarantee selection as opportunities are limited.

- Youth selected will be contacted directly by RochesterWorks, City of Rochester Bureau of Youth Services or a program operator for a personal interview - Interviews will not be conducted at time of application submission
- If you are not contacted by June 30<sup>th</sup> you have not been selected and your application will be kept on file for consideration should additional opportunities arise during the summer.

## Youth - Frequently Asked Questions

### **Can I apply even though I don't have an up-to-date Work Permit?**

- Yes. The first step is to complete the online application. A current Work Permit will be required prior to job placement. No exceptions! You must have a up-to-date physical in order to get a work permit. Apply early!

### **Can I apply even if I am going to summer school?**

- Yes. Please note that opportunities are limited.

### **Should I apply even if I don't have 90% attendance?**

- Yes. However, employers know that student that you school attendance is an indication of your attendance on the job. Make an effort to attend school every day.

### **Do I have to go through Job Readiness Training if I went through one last year?**

- If you are 14-15 years of age, you will receive your Job Readiness Training should you be hired in a program. If you are 16 or over you will have to attend a JRT only if you are not prepared for your PreScreen/Mock Interview or recommended for a JRT refresher to improve your interviewing skills.

### **Can I sign-up to work for the same job I did last year?**

- There is no guarantee that the job you worked last year will be available in the 2010 Summer Youth Employment Program. Youth and parents should never call employers.

### **Can I apply if I am not in high school or am a college student?**

- Yes. Just know that first preference will be given to youth who are currently enrolled in middle or high school youth. College students will be considered should an appropriate opportunity arise.

## Parent – Most asked Questions

### **My child was the first to turn in an application and still did not obtain a job, why?**

- Youth are not placed based on a first come first served basis. Those who completed the entire application process are eligible to competitively interview for appropriate assignments. For the summer of 2009 RochesterWorks and the City of Rochester took in over 2400 applications and hired over 1700.

### **Can my child apply if we do not live in the City of Rochester?**

- Yes. The summer youth employment program is for youth living within Monroe County including the City of Rochester.

### **Should my child complete an application for the City's program and RochesterWorks' program to increase our chances of being hired?**

- No. The programs are one single program serving from one site this year. Multiple applications complicate the process for your child.

### **Is there an income guideline/requirement?**

- Summer positions are funded in a variety of ways behind the scenes. The majority of the positions that will be available will require that families meet income guidelines. Dependent on the requirements attached to the funding we receive, opportunities may vary based on household income and/or residency. It is extremely important that all necessary income information is provided in order for us to match the right youth with the right opportunity. Incomplete applications are automatically ineligible for the majority of available positions.

### **Why do I have to provide my financial information?**

- A portion of the program is federally funded and requires supporting documentation. In most cases in order for a youth to participate, confirmation that household income meets the eligibility guidelines is required. Under these guidelines, everyone working in the home must produce documentation on their income.

**Do I have to attend a parent orientation if I attended one last year?**

- If your child is 14-15 years of age, then it is mandatory that you attend! If your child is 16 plus, it's optional but beneficial especially if they are working for the first time.

**What can I do as a parent to ensure the success of my youth obtaining a job?**

- Read all the materials and be sure that your youth follow through on whatever is requested and/or required. Youth that have parental support are most successful in gaining employment.

**Is it true that youth who do not dress appropriately at program related functions are being asked to reschedule?**

- Yes. Youth are expected to wear professional attire. In the world of work first impression can be very important to secure a job. It is our goal to hold our youth to the same standards. Call us if you'd like recommendations on where to find inexpensive professional attire.

**Where will my youth be working?**

- The employment location will be dependent upon the student's age and eligibility. All students will be interviewing (competing) for slots as available. It is not a guarantee that all eligible students will be hired.

**Hurry to apply. There are limited jobs, and the deadline to apply is April 9, 2010!**